



## PCB Activity Database System (PADS)

### ***Installation Instructions***

Updated January 2007

The PCB Activity Database System (PADS), which is used to monitor the activities of polychlorinated biphenyls (PCB) handlers, consists of two parts: the application (front-end) and the database (back-end). The following instructions will allow you to install the application (front-end) and an older version of the database (back-end) onto your computer as placeholder. Because PADS is used at many EPA locations, changes and additions to the database are compiled and maintained in a master copy of the PADS database. This up-to-date copy of the database (back-end) is distributed to all PADS users each quarter. The System uses Microsoft Access 2003 to run the database. You will not need to have this software installed on your computer to run the system. The installation package includes an abbreviated version of Microsoft Access 2003 that is used exclusively to run this database.

Please follow the steps below to install the PADS application.

1) Download the installation package zip file (Pads.zip) onto your computer (e.g., your desktop). Please note the location where you save the file.	
2) Open to the location where you saved the installation file. In some cases you may need to extract the files from the zip folder before you proceed. You can do this by right clicking on the pads.zip file and selecting extract.	
3) If you have a previous version of the PADS system on your computer you will need to remove that before installing the new version. You may either request assistance from your computer or tech support team. Or from your Start button go to Settings. Select Control Panel. From the Control Panel select Add or Remove Programs. As you scroll through that list you will see PADS listed. Simply select PADS and follow the instructions in order to remove the program. Once you have completed that you will be ready to move to step 4 and installation of the new PADS upgrade.	
4) Double click on the "Setup.exe" file. This will open the installation package.	

- 5) Click "Next" on the Setup Screen. You will then be asked to enter a User Name and Organization.



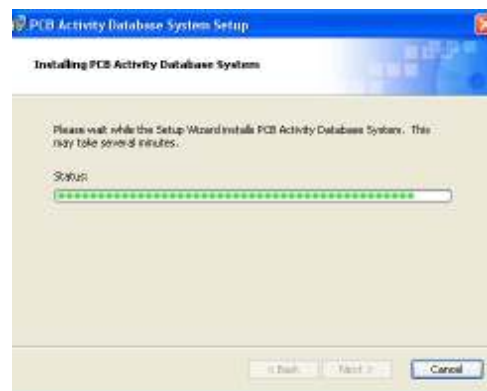
- 6) After entering your information click "Next". You will then be asked which type of installation you would like to use. Unless you have a particular problem in installing programs or specific knowledge of how to safely modify an installation package in general you should always select typical. Advanced users may wish to click "Custom" and follow the instructions to modify the installation process.

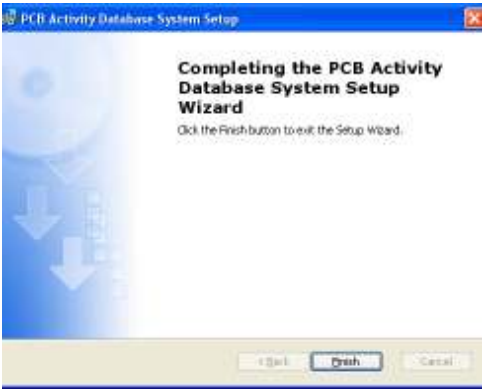
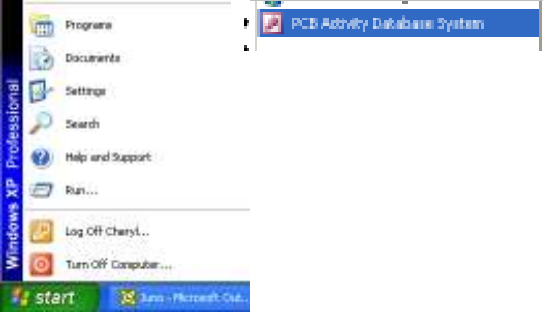

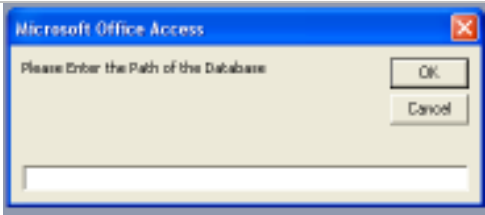


- 7) Once you have selected typical the ready screen will pop up. Simply click "Install" and the process will run.

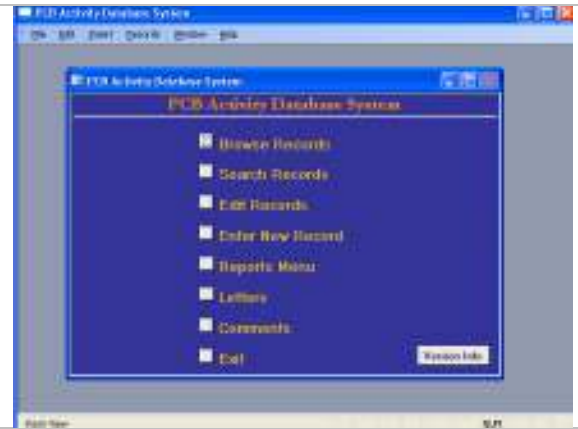


- 8) While the system is installing on the users computer the status screen will display the progress. The user can click cancel to stop the installation – on this screen cancel will simply pause the process and by clicking "finish" the process will continue from where the installation was paused.



<p>9) When the installation is finished a screen will appear confirming installation. Click Finish.</p>	
<p>10) The installation defaults to your hard drive Program Files/PADS/*. * for installation. And a link to the PCB Activity Database System is automatically placed on your start menu.</p> <p>To launch the PADS application, go to the Start menu. Click on Program Files and then click on PADS. Next, click on the PADS shortcut icon.</p>	
<p>11) Once the PADS application is started, the following screens will be seen as it starts up the first time. No action is needed while the system is configuring Access.</p>	
<p>12) Users may or may not receive a security warning when opening the database. This is due to virus and security packages that are already installed on the hard drive. This is a standard message that appears when any database is opened in Microsoft Access – it is not suggesting that this system poses a security threat. It is just encouraging users to be cognizant of the possible threat when opening a new and possibly unstable system. For the PADS system you can simply click “Open” as we have already taken the necessary precautions to “clean” and secure this system.</p>	
<p>13) The first time you open the database you may be prompted to enter the path where you saved the database. You will need to enter the full path. The default is “C:/Program Files/PADS”. If you saved the database information to a different location (by selecting custom installation in number 5 above) you will need to enter that full path.</p>	

14) Once the database opens you will see the Main Menu screen to the system. By clicking the grey buttons next to the text you will be able to navigate to various screens within the PCB Activity Database System.



15) Congratulations! You have completed your installation of the PCB Activity Database System. If you have additional questions or problems with installation please contact Robert Courtnage at 202-566-1081